

**RICHMOND CITY PLAN COMMISSION
CITY OF RICHMOND, INDIANA**

**PRIMARY SUBDIVISION APPLICATION
WRITTEN FINDINGS AND DECISION**

S _____

The application of _____

Applicant's address _____

Applicant's Email _____

Requesting Primary Subdivision Approval of _____ acres located in

Section _____, Township _____, Range _____

in the City of Richmond, _____ Township, Wayne County, Indiana.

Said Subdivision shall be known as _____

and shall consist of _____ lots.

Public hearing held _____ day of _____, 20_____

Public hearing closed _____

The Richmond City Plan Commission now finds:

1. That the minimum width, depth and area of the lots in the proposed Subdivision **(do – do not)** comply with the standards prescribed in the Subdivision Control Ordinance
2. That the public ways proposed in the Subdivision **(do – do not)** comply with standards prescribed in the Subdivision Control Ordinance for widths, grades, curves and for the coordination with existing and planned public ways.
3. That the provision and/or extension of water, sewer and other municipal services in the proposed Subdivision **(do – do not)** comply with standards prescribed in the Subdivision Control Ordinance.
4. That the plan of the proposed Subdivision **(does – does not)** provide for fair allocations of areas for streets, parks, schools, public and semi-public buildings, houses, utilities, business and industry as prescribed by standards in the Subdivision Control Ordinance.

Primary Subdivision Application
Written Findings and Decision
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After having given public notice of the time, place, and nature of hearing on the application for primary approval of this subdivision by publication in the Palladium-Item more than ten (10) days before the date set for hearing thereon, and under the authority provided by I. C. 36-7-4-700 through I. C. 36-7-4-13 enacted by the General Assembly of the State of Indiana, and all Acts amendatory thereof, and an Ordinance adopted by the Common Council of the City of Richmond, Indiana, and pursuant to the written findings stated above, this plat **(was – was not)** given Primary Approval by a majority of the members of the Richmond City Plan Commission.

The Commission further decides that the following conditions shall be required:

These Written Findings and Decision shall constitute the Official Notice of Decision of the Richmond City Plan Commission and shall be delivered to the Applicant and all interested parties by First Class Mail.

RICHMOND CITY PLAN COMMISSION

By: _____
President

ATTEST: _____
Executive Secretary

**ADVISORY PLAN COMMISSION
RICHMOND INDIANA
RESPONSIBILITY FORM**

- ✓ Petition - Completed in entirety, including signed and notarized.
- ✓ Filing fee of \$100.00, check payable to "City of Richmond".
- ✓ Include site plan as specified with petition.
- ✓ Return Petition, complete with ALL information, by 4:30 P.M. on the last working day of each month.
- ✓ Plan Department staff prepares Legal Notice of Public Hearing and places the advertisement in local newspaper at least ten (10) days prior to hearing.
- ✓ Plan Department staff mails Notice of Public Hearing to Adjoining Property Owners at least ten (10) days prior to hearing.
- ✓ ***Petitioner or agent MUST be present at hearing.***
- ✓ Hearings are 4th Thursday of each month at 7:00 p.m. — held in Council Chambers on 3rd floor of Richmond Municipal Building, unless notice has been given for change of date.
- ✓ Board will hold Public Hearing and, in most cases, vote on the case the night of the hearing — six (6) votes are required for official action. Vote is a recommendation ***ONLY***.
- ✓ Case then goes before Common Council for Public hearing and final action.
- ✓ Common Council meets the 1st and 3rd Mondays each month. Please check with the Plan Department (765-983-7342 or 7343) for scheduled date of your petition.
- ✓ I / We agree to allow the Planning Office to place an informational sign in our yard for a minimum of 10 days before the Plan Commission Hearing.

I, the undersigned, have read and understand the above requirements and conditions and will abide by them.

Signature of Petitioner or Agent